## VIKKAS SHARRMA

## 29 y. | E-mail: [vkassp@yahoo.com](mailto:vkassp@yahoo.com) | Cell No.:+919468503375 | Sikar,Rajasthan

To be a position in corporate industries that seeks an ambition and profession conscious person where acquired skills and experience will be utilized towards continuous growth and advancement.

Skills - [Clerical](https://www.thebalancecareers.com/clerical-skills-list-and-examples-4148486), [Accounting](https://www.thebalancecareers.com/list-of-accounting-skills-2062348),[Customer Service](https://www.thebalancecareers.com/customer-service-skills-list-2062380), Creative, [Microsoft Office,](https://www.thebalancecareers.com/microsoft-office-skills-for-resumes-2062438) [Decision Making](https://www.thebalancecareers.com/decision-making-skills-with-examples-2063748), [Leadership](https://www.thebalancecareers.com/leadership-skills-list-2063757), [Multitasking](https://www.thebalancecareers.com/multitasking-skills-with-examples-2059692), [Time Management](https://www.thebalancecareers.com/time-management-skills-2063776),.SAP,DERP.

### **---------------------------------------**PROFESSIONAL SUMMARY** -------------------------------------**

MAHALAXMI ENTERPRISES

VINAYAK MARKETING CO.

Business partner of AKZO Noble India Ltd. and Ultratech cement ltd.

Role- Accounts cum SAP/DERP Operator Sep 2018 to till date

**RESPONSIBILITIES**

* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Responsible for all orders & accounting works of Dist. Sales Office, & co-ordination marketing and entire departments.
* Maintains client confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Dealing with costumer and partners.
* Giving satisfaction to new Clients and regular customers.
* Creating team work atmosphere.

**RR AUTOMOBILE**

Business partner of Chartered Speed Pvt. Ltd

Role-Office Administrator Nov 2016 to Sep 2017

Responsibilities

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Track stocks of office supplies and place orders when necessary
* Submit timely reports and prepare presentations/proposals as assigned
* Assist colleagues whenever necessary.

Vinayak Marketing Co.

Business partner of Binani Cement ltd.

Role -Accounts cum SAP Operator June 2013 to Sep 2016.

Responsibilities

* Responsible for all orders & accounting works on (SAP) of Dist. Sales Office, & co-ordination marketing and entire departments.
* Proper maintain the accounts in DSO and internal process.
* Preparing accountant site (SAP) and statement of company.
* Have look of competitive firms and their product.
* Preparing Statistics of firm and have look others firm statistics to compared.
* Dealing with costumer and partners.
* Giving satisfaction to new Clients and regular customers.
* Creating team work atmosphere.

STRENGTH:

* Attention to detail, Quick learner, Smart working, Capable of adjusting to variety of working environment with the assurance to meet deadlines, supportive team worker and ability to work independently without supervision.
* I am also quick to appraise new situation & learn new assignment besides I can get well along with people at all level and have a strong ability to persuade people to give their best.

---------------------------------- ------**ACADEMY BACKGROUND**----------------------------------------

**JAIPUR NANTIONAL UNVIRSITY (DIST.)**

**BBA** | RETAIL MANGMENT 2018-2020

## ------------------------------------------------CERTIFICATES-------------------------------------------------

**Certificate Computer hardware specialist And Computerized Financial A/C**  Sikar(Raj)

**Zed Career Academy (Zee network group).** May 2009

**Certificate course Computer fundamentals and MS office** Pune(MH)

**Eth Research Lab and Pune University.** Sep 2009